

**Things to Know Students (PDF)**

- Before appointing or reappointing an employee please ask if they have worked elsewhere on campus. If so they are likely to already have a GEMS EMPL ID depending on the area where they worked. If they are coming from another department and it has been at least 4 months since they were last employed you can use the same GEMS record # as their previous appointment.
- Always check job data before appointing employees to see if they have other jobs on campus. These jobs may need to be terminated before the employee begins work with your department.
- If it has been longer than one year since an employee has worked for USF then they must come to RightStart to complete all new hire paperwork prior to being rehired. For an employee who has been separated from the university for less than one year, the department may appoint him/her by completing the Appointment Status Form and attaching the signed letter of offer.
- Current minimum hourly rate is \$8.10
- If student consistently works more than 32 hours per week they will lose their FICA exemption and will be automatically enrolled in the Temporary Employees Retirement Plan (TERP)